



11<sup>th</sup> September, 2015

## Published Call for Quotations – QMFA 075/2015

**CLOSING DATE: Tuesday 29<sup>th</sup> September, 2015 at 10:00 hours**

***NOTE: It is within your Interest to READ the whole of this document  
When submitting offers by email,  
please include the above QMFA reference and Name of Call in the subject field.***

The Ministry for Foreign Affairs needs the following item/s:

### **Supply and Delivery of Energy Efficient Multifunction Printers**

**Section A: Instructions to Tenderers:**

1. The Ministry for Foreign Affairs (MFA) requires the supply and delivery of a number of Energy Efficient Multifunction Printers.
2. Interested bidders should include the product's technical data sheet with the offer.
3. The printer should be complaint with the following technical specifications in Part I.
4. Bidders may submit more than one offer, but each offer should be included in a separate email or envelope.
5. The selected economic operator is required to supply the items from stock and hence **must be delivered in not more than three (3) weeks** from date of issuance of Letter of Acceptance by MFA.
6. The printer should be covered by a two-year warranty.
7. Goods are to be delivered at:  
Information Management Unit,  
Ministry for Foreign Affairs  
172, Melita Street,  
Valletta

## Section B: Offer

### Part I - Technical offer

The suggested specifications **should be compliant** with the following technical specifications:

#### **Multifunction printer specifications**

<b>Minimum Required Specifications</b>		<b>Compliance Y/N</b>	<b>Page Number (Technical Documentation)</b>
Printer type	Multifunction - Print/copy/scan capabilities		
Paper Size	A4 Maximum		
Print Speed	45 pages per minute		
Emulation	Postscript, PCL 6, PDF emulation		
Print Resolution	At least 1200 x 1200 dpi		
Interface	Fast Ethernet 10/100/1000, USB 2.0		
Memory	Not less than 1GB		
Processor	Not less than 500MHz		
Supported Operating Systems	Windows 7/8, Server 2003/2008		
Paper Handling	1 tray with a capacity of no less than 500 sheets		
	1 tray with a capacity of no less than 150 sheets		
Output Capacity	Not less than 250 sheets		
First Print	Not more than 7 seconds		
Automatic Duplex Document Feeder	Standard, not less than 50 sheets		
Scanning	Scan to E-mail / USB storage / PC		
	Network Scanning (in colour)		
	Scanning not less than 40 ipm (Images per minute)		
Others	Duplex printing/copying/scanning		
	Complies with the latest Energy star standards*		

\*All products carrying the ENER STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

**Part II - Schedule of Prices**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price in € including delivery but excluding VAT*</b>	<b>Total Price in € including delivery but excluding VAT*</b>
<b>1</b>	As part I of the technical offer Multifunction printers	6			
<b>Grand Total Price in € including Delivery but excluding VAT</b>					

Technical Data sheet is enclosed	
Maximum delivery period (amend period if necessary)	3 weeks
VAT Rate (amend if necessary)	18%

**Company Information:**

Full name of company	
Address of Company	
Full name of contact person	
Designation of contact person	
Contact Telephone / Mobile Number	
Email Address	
<b>VAT/ Registration number</b>	

*I hereby confirm that all conditions have been read and understood. I confirm that I oblige self to the said conditions.*

**Signature:** .....

*(the person or persons authorised to sign on behalf of the bidder)*

**Date:** .....

### **Section C; Terms and Conditions**

1. You are kindly requested to submit your quote/s for the above item/s. All quotes should include the following information:
  - Full name of company,
  - Address of Company,
  - Full name and Designation of contact person,
  - Contact Telephone Number / Mobile Number,
  - Email Address,
  - VAT number,
  - Date.
2. Please note that quotes are to be submitted in Euro currency.
3. Soft copies of the Submission must be provided in Word, Excel, pdf formats. When links are provided for Technical Specifications, these should lead to the website and must not require the downloading of any programs, the creation of accounts or other functions. Other formats will NOT be considered.
4. Please note that ALL documents must include the Reference number together with the name of item being requested. In cases, where this information is not included, the Contracting Authority reserves the right NOT to consider you interest to participate.
5. Documents can be sent either through email or brought by hand, in which case they should be inserted in the Tender Box found at the Directorate Corporate Services, Ministry for Foreign Affairs, Level 4, 331, Allied House, St Paul Street, Valletta. Documents can be brought by hand from Monday to Friday between 8.00 am and 12.00 pm only. Offers received via E-mail will be inserted in a sealed envelope and posted in the respective box.
6. Quotes must be valid for a minimum of 90 days.
7. Quotes are to be submitted, without any commitment on behalf of the government.
8. **Delivery costs must be included in all received quotes.**
  - Prices are to include delivery costs. The Bidder is advised to contact Valletta Local Council to familiarise self with any charges, permits and any other obligations that are to be borne by the contractor to effect delivery. The Contracting Authority shall not be charged

with any other charges on delivery which were not reflected in the respective bid.

9. The Government reserves the right to:
  - impose Penalties if items are not delivered within the time stipulated in the quote submitted by the awarded tenderer, which **must never exceed (3) three weeks from date of order;**
  - purchase a quantity of items on behalf of the awarded tenderer if the awarded tenderer fails to deliver the items within the time stipulated in the quote submitted by the same tenderer, which **must never exceed (3) three weeks from date of order.**
10. **Clarifications can be sought up to Friday 18<sup>th</sup> September 2015. Clarifications are to be requested by sending an email to [procurement.mfa@gov.mt](mailto:procurement.mfa@gov.mt)**
11. Tenderers must quote all components of the price inclusive of taxes/charges, and any discounts but exclusive of VAT on the appropriate Schedule of Rates provided in Section B above. It is of the utmost importance to stress that VAT shall be paid in accordance with the applicable VAT Regulations. No offers are accepted if are found not in accordance with or deviate from the original Schedule of Rates provided with this Call. The financial offer will be considered as the total financial cost to the Contracting Authority. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.
12. If the tenderer offers a discount, the discount must be absorbed in the rates of the Schedule of Prices (Section B). The prices for the contract, must include all of the works to be provided. The prices quoted are fixed and not subject to revision or escalation in costs.
13. Items offered that do not conform to specifications will not be considered.
14. Tender will be awarded to the cheapest specifications compliant offer.
15. Please note that it is entirely the Tenderer's responsibility to ascertain that the Request for Participation is received BEFORE the deadline for submission. Thus, the government cannot be held responsible for Quotes/Request for Participation which are not recorded on the Schedule of Offers sheet after the opening session because these were received after the expiry of the above deadline.
16. All submissions should be sent either:

- by email on [procurement.mfa@gov.mt](mailto:procurement.mfa@gov.mt) or
  - by hand
- by 10:00am on **Tuesday 29<sup>th</sup> September 2015**

17. ANY OFFERS SUBMITTED AFTER THIS DATE AND TIME WILL BE AUTOMATICALLY REJECTED.